

**Office of Planning, Washington, DC
2010 Summer Internship Work Plan**

Area of specialization:	Architectural History, Historic Preservation, History
Work topic:	Historic Preservation/History Internship - Cemeteries
Deliverables:	Complete database of known cemeteries Research and record history of five cemeteries identified, in consultation with HPO Complete a nomination form for one cemetery, identified in consultation with HPO
Application Submission Deadline:	Friday, April, 2010
Dates of internship:	Approx. May 15 – August 31, 2010 (start and end dates flexible)
Minimum hours/week:	15 hours/week (120 hours total, flexible)
Compensation:	This is an unpaid internship. OP is willing to host students enrolled in a class for academic credit. Please provide required documents for program
Supervisor:	Anne Brockett/Ruth Troccoli

Work Description:

The District of Columbia Historic Preservation Office (HPO) functions as both the State Historic Preservation Office (SHPO) and the municipal preservation review agency for the city. The HPO serves as the staff to the city's Historic Preservation Review Board and works with the Board to designate historic properties, review construction permits for alterations to historic properties, conduct Section 106 and District Agency reviews, and engage in planning, research, education, and outreach efforts throughout the District of Columbia.

The HPO is undertaking a multi-year effort to record and document all cemeteries within the District of Columbia. These sites have archaeological implications as well as holding valuable information on the city's development patterns and historical development. A GIS map is being developed and a basic database of information has been created. The intern will work with the HPO Architectural Historian, City Archaeologist, and History Team members to expand and amend the database and further research the history and locations of five of the District's cemeteries to be selected by the HPO. The intern will prepare a District of Columbia Landmark nomination form for one cemetery using District of Columbia and National Register criteria for designation.

Applicants should have completed a Bachelor's degree in architectural history, history, archaeology, geography, or closely related field.

If you are interested in this internship experience, you must complete and submit internship application no later than Friday, April 2, 2010. Resumes will not be accepted without a completed application.

PLEASE NOTE: Applications will not be accepted after Friday, April 2, 2010.

Application can be found at:

<http://planning.dc.gov/planning/frames.asp?doc=/planning/lib/planning/internship/blankopinternapplication.pdf>

Be sure to note on your application that you are interested in the internship called “Historic Preservation/History Internship – Cemeteries”.